



CITY OF BURBANK

APPLICATION FOR APPOINTMENT TO CITY CLERK

CLERK '12 JUN 1PM 4:25

Mr./Ms./Mrs.

Name

Springer

Sharon

Ann

(Middle)

Resident of Burbank for 20 Years

Burbank Registered Voter: Yes ☒ No ☐

****Pursuant to Charter Sections 800 and 810, no person shall be eligible to be City Clerk unless he/she is an elector of and actually lives in the City.**

Education:

SCHOOL	MAJOR	GRADUATION DATE & DEGREE
Univ. of South Alabama	Geography	1982 BS
Ohio State University	City & Regional Planning	1984 MS

Additional Pertinent Courses or Training:

Please refer to my
attached resume

Other Pertinent Skills, Experience or Interests:

Please refer to my
attached resume

Employment Information:

Present Occupation: Business owner and independent contractor

Name of Firm: Business owned: Spring Garden Designs; Contractor for EngAGE

Address: Business: 1145 E. Tujunga Ave 91501; EngAGE: 240 E. Verdugo 91502

Telephone: Business: (818) 563-9766 EngAGE (818) 563-9882

Specify current or prior service on a City Board, Commission or Committee:

Member and 2011 chairperson of the Sustainable Burbank Commission. Presently, member of the Water Subcommittee and Burbank for Healthy Living Subcommittee.

APPLICANT'S NAME: Springer, Sharon Ann

List community activities in which you are involved: As a member of the Burbank Farmers Market Advisory Board I work to maintain the viability and functionality of the Market. Additionally, I donate one Saturday afternoon a month after the close of the Market to help sign out the farmers and collect fees.

I am a Certified Master Gardener (MG) with the University of California Cooperative Extension (UCCE). My mission as an MG is to help Burbank residents grow and healthfully prepare their own food. Chris Krohn, the principal of the Burbank Community Day School (BCDS), other volunteers, and I created and now maintain the collaborative garden at the school. The garden is a team effort involving the students, and the adjacent Senior Artist Colony. We work with community partners such as UCLA, Home Depot, Armstrong Nursery and the Burbank Recycle Center to keep the garden planted and maintained. The BCDS garden was recognized for excellence at the Burbank Business Partners Celebrate Our Schools event in January 2012. One Saturday a month I occupy the Community Corner at the Burbank Farmers Market and answer questions about backyard vegetable crops.

Describe any qualifications, experience, and education, as well as any technical or professional background you may have relative to the duties of this position: I am persistent and determined to do an excellent job. I worked my way through undergraduate school and was awarded a full assistantship to graduate school. I founded a business and have operated it on a daily basis, maintaining accurate records and operating within budgetary constraints. I have effectively managed people and systems. I've been a bank vice president and Assistant Chief Appraiser. I appraised commercial and industrial real estate for over 10 years and achieved the Appraisal Institute's MAI designation. I've prepared reports and reviews that have been compliant with federal law and withstood auditor scrutiny.

What are your goals in serving as the City Clerk? My goal is to carry out the functions of City Clerk in the most professional, efficient and excellent manner as part of the team for: City Council, the Successor Agency, the Parking Authority, the YES Fund Board, the Housing Authority and the Public Finance Authority.

PLEASE NOTE THAT THIS APPLICATION BECOMES PUBLIC INFORMATION AND MAY BE AVAILABLE ON THE CITY'S WEBSITE.

I certify that the information contained in this application and any accompanying documents is true and correct to the best of my knowledge.

06/01/2012
Date

you are encouraged to attach additional pages, enclose a copy of your resume or submit supplemental information which you feel may assist City Council in the evaluation of your application.

When completed mail/submit original to:

**Office of the City Clerk
City of Burbank
275 East Olive Avenue
Burbank, CA 91502**

SHARON A. SPRINGER

OBJECTIVE:

City Clerk position with the City of Burbank

PROFILE:

A successful community and business leader with over 15 years of management, leadership, and supervisory experience. M.S. degree in City and Regional Planning and a B.S. degree in Geography. Member and 2011 chairperson of the Sustainable Burbank Commission; interacts with staff and advises City Council on sustainability issues. Member of the Burbank Farmers Market Advisory Board.

QUALIFICATIONS:

- Has produced and maintained high quality records and reports for third party review; in many cases compliant with federal law and audit standards.
- Ability to create and implement relevant programs.
- Successfully monitors ongoing projects and identifies potential enhancements, and effectively addresses and corrects emerging problems.
- Effectively communicates orally and in writing; fluent in English and conversant in Spanish.
- Successfully managed a staff of real estate appraisers and outside fee based appraisers.
- Managed contractor production within budget constraints while consistently meeting deadlines.
- Efficiently facilitates and conducts meetings so that through collaborative effort a clear path and plan for moving forward are identified and implemented.
- Excellent organizational skills with the ability to stay focused on a goal and achieve it.
- Proven leadership ability and works well independently, and openly, reliably and enthusiastically as a collaborative team member to achieve the best possible outcome.
- Knowledgeable of local and regional environmental issues, and interacts with residents, various professionals, elected officials, governmental and nonprofit agencies.
- Proficient with Microsoft Office.
- Effectively addresses stakeholder concerns.
- Strong research, analytic, presentation and report writing ability.
- Relates well with city staff and confidently addresses City Council members and other policy makers.

SIGNIFICANT ACCOMPLISHMENTS:

- Participated in a stormwater management study session, convinced the Burbank City Council that stormwater is a valuable resource and persuaded them to pursue a Stormwater Management Plan.
- Helped design and install a collaborative garden that includes retention ponds and bioswales to manage stormwater on the site.
- As a collaborative team member successfully encouraged the Burbank Department of Parks and Recreation and the Burbank City Council to include stream bed restoration into the renovation plans for Johnny Carson Park.
- Successfully lobbied the Burbank City Council to restripe Verdugo Avenue to include bike lanes.
- Led a traffic calming project that has resulted in a safer street.

EXPERIENCE:

1996 to Present – Owner/Manager - Spring Gard'n Designs, Inc., Burbank, CA

- Responsible for founding and building the company and leading and running it on a daily basis.
- Obtained 5 patents, a licensing agreement with a multinational corporation, and generated sales to 10 catalog and other customers.

2012 to Present – Independent Contractor – EngAGE, Inc., Burbank, CA

- Assistant to the Chief Operating Officer.
- Reviews and edits reports for consistency and third party review.

2009 to Present – City Council Appointee – 2011 Chairperson - Sustainable Burbank Commission

- Regularly works with city staff and advises Burbank City Council on sustainability issues.
- As chairperson, facilitated and conducted monthly meetings.

2009 to Present – Certified Master Gardener - University of California Cooperative Extension

- Instructor Grow L.A. Victory Garden Initiative.
- Instructor Sustainable Landscaping – South Coast Botanic Garden.

2009 to Present – Member - Burbank Farmers Market Advisory Board

- Works with Board members to maintain the viability of the Market.
- Presently working with the farmers and the Burbank Recycle Center to develop and implement a plan to significantly reduce or eliminate plastic bags at the market.

1993 to 1996 – Vice President/Assistant Chief Appraiser - First Interstate Bank, Los Angeles, CA

- Hired, trained and managed a staff of appraisers as well as outside fee based appraisers.
- Earned professional MAI designation from the Appraisal Institute.

EDUCATION:

Ohio State University, Columbus, OH – Attended on a full graduate assistantship

Master of Science in City & Regional Planning

University of South Alabama, Mobile, AL – Gamma Theta Upsilon Honor Society

Bachelor of Science Degree in Geography

OTHER ORGANIZATIONS, AFFILIATIONS, FIELD TRIPS & WORKSHOPS:

December 2011 - Reinstated Appraisal Institute's MAI designation

October 2011 – Inspection Trip to the Hoover Dam and Colorado River Aqueduct sponsored by the Metropolitan Water District of Southern California (MWD)

August 2011 – StormCon - The North American Surface Water Quality Conference & Exposition

August 2011 – Low Impact Development: Introduction, Applications, and Technical Implementation

January 2011 - Inspection Trip to the Colorado River Aqueduct sponsored by the Metropolitan Water District of Southern California (MWD)

October 2009 - Inspection Trip to the State Water Project and the Sacramento-San Joaquin Delta sponsored by the Metropolitan Water District of Southern California (MWD)

March 2008 – October 2009 – Urban Land Institute: Global RE Conference – Developing Green, The Future is Now ♦ Urban Marketplace, Make a Deal Make a Difference ♦ Implementing Sustainable Development Practices in Your Community ♦ LA Urban Marketplace Goes Green

May 2008 – The Appraisal Institute - The Los Angeles Infrastructure Seminar